

POLICIES AND PROCEDURES

of the

NORTH HILLS HOCKEY CLUB

Revised: Effective February 18, 2020

In accordance with the Bylaws of the North Hill Hockey Club (“NHHC”) revised and approved on June 20, 2016, the following Policies and Procedures have been duly approved and adopted by the NHHC Board of Directors effective immediately:

Section 1: Committees

Section 1.1 Grievance/ Discipline Committee: A Grievance/Discipline Committee comprised of several members of the NHHC will be appointed by the President, who will serve as the Committee Chair. The Chair of the Committee will have no voting power on decisions except when necessary to break a tie. Grievance/discipline requests should be submitted in writing to the President, stating the complaint in detail. The Grievance/Discipline Committee shall resolve each grievance/discipline request within two weeks of submission date. All parties concerned with the request will be present at the Grievance/Discipline Committee meeting to review the request. Failure to appear at the meeting will result in lack of representation, in which case the Grievance/Discipline Committee will act upon available information. The decision of the Grievance/Discipline Committee shall be final in all matters.

Section 1.1 A Coach selection committee will be created to review and evaluate returning and new applications for coaching. The committee shall consist of at least 3 voting board members and include the Vice President. Spouses or immediate family members of anyone applying for or holding a coaching position on a league team shall not participate in the coaches committee.

Section 1.3 Additional Committees: Additional committees that will be beneficial to the organization shall be authorized and appointed by the President, including, but not limited to, Ad Book and Publicity Committees.

Section 2: Booster Club

The NHHC Booster Club shall be made up of the Board of Directors and volunteering members and shall plan and administer all fund-raising activities for the NHHC. All players and their immediate family members are automatically members of the Booster Club. Membership shall also be open to the extended families of players, faculty and administrators of the North Hills School District, and members of the community. All Booster Club activities shall be funded by the NHHC, and all fund-raising proceeds shall be the property of the NHHC's general fund. Request for funds shall be submitted to the Board and any funds generated by Booster Club efforts should be used solely for the purpose originally approved by the Board. Any excess funds raised shall become the property of the NHHC general fund. In the event insufficient funds are raised, any proceeds from the effort revert to the general fund.

Section 3: Coaching

3.1 Selection: Selection of the coaching staff is a matter solely in the hands of the Board of Directors. Coaches must be qualified in accordance with the rules of USA Hockey and the PIHL.

- (a) Required Background Clearances: All Coaches must apply for and pass any background checks required by the State of Pennsylvania, North Hills School District and/or governing hockey organizations.
- (b) Eligible coaches are chosen by the coach selection committee, based on their qualifications, experience and interview. Coaches who are parents of players a league team are not eligible candidates for that team. A coach may hold an advisory office, but will not be a voting member of the board of directors

3.2 Decision Making/Team Selection: All decisions regarding on-ice play, including selection of players for Varsity, Junior Varsity and Middle School teams will be made by the coaches in accordance with the rules of the PIHL.

3.3 Team Play: The coaches shall conduct the team play in accordance with the guidelines set in the North Hills Hockey Club "Team Rules and Code of Conduct" (as available by request to the NHHC Secretary), the Social Media Policy of the North Hills Hockey Club, attached as Exhibit A; and the policies and codes of conduct of USA Hockey, North Hills School District and the PIHL. Any misconduct by coaches must be immediately reviewed by the Board of Directors to determine if any action is required.

3.4 Sanctions: A Head Coach may exercise his option to bench a player, or suspend the player failing to comply with team rules in accordance with the following guidelines:

(a) Minor Infraction- penalties range from sitting periods to a maximum 2 game suspension.

(i) Sitting Periods: A player may be required to sit out one or more periods. Notification of parents is not necessary. Parents should consult with their son/daughter and/or Team VP for information regarding the penalty.

(ii) Suspension: A player may be suspended for a maximum of two games. Parents must receive notification of the suspension within 24 hours via telephone by either the coach or team V.P. The coach must also notify, in writing, the Board of Directors and the player's parents within five working days. All suspension notices will be reviewed by the Board. While serving the suspension, the suspended player is required to attend all practices, and, at the discretion of the team V.P., any game(s) from which the player is suspended.

(b) Major Infraction: Suspension of more than 2 games or removal from the team. In both of these cases the Head Coach must first follow the procedure outlined in Section 3.4(a)(ii), indicating in his notice whether he is seeking an extended suspension period or removal from the team. The Board shall call a meeting to review the extended suspension/removal request as soon as possible. The coach, player and his parents will be asked to appear at this meeting. Failure to appear at the meeting will result in lack of representation. The Board of Directors shall issue a final verdict on the extended suspension or removal pending discussion of the information presented by all parties present at the meeting.

(c.) Removal from captain/alternate position. Coaches or the Board of Directors have full authority to remove a player from the captain or alternate captain position for violations of the Codes of Conduct of NHHC or any of its governing organizations.

Section 4: Dues

4.1 Assessment: Dues shall be assessed for each competing player to cover the cost of yearly programs not otherwise financed by the North Hills School District or through other means. These dues shall be apportioned on a pro-rata basis according to the number of games and practice schedule. Fees may vary between Varsity, Junior Varsity, and Middle School levels.

4.2 Responsibility: The Board of Directors shall instruct the Treasurer to send dues notices to all players as required. The Board of Directors may grant an extension, based on the recommendation of the Treasurer, on a case by case basis, or for the group as needed.

4.3 Late Payment Notification: The Treasurer shall report to the Board of Directors any player whose payment is 30 days overdue AND whose parents have failed to contact the Treasurer concerning outstanding payment. In such instances, the Team VP shall be instructed at the time to call the player's parents and inform them that their son/daughter's practice and game participation privileges are being suspended until payment is received. A written notice will also be mailed to the player's parents.

4.4 Minimum Balance of General Fund: The Treasurer shall monitor closely and advise the Board of Directors if there will not be a minimum carry-over of \$10,000 from year to year. Should a potential for shortage occur, the Board reserves the right to charge players an additional fee to make up the shortage.

Section 5: Injuries:

If an injury is incurred during a NHHC game or practice, resulting in a player being unable to play for an extended period (example: at least 50% of the season), that player may be eligible for credit towards dues. This will be handled on a case by case basis by the Board of Directors at regular meetings.

Section 6: Board Discount:

6.1 Current board members serving in an officer position are subject to the following benefits for each calendar year of their service on the board:

- (a) A 10% discount on the full price of one player fee. Families with multiple players may only apply this to one player fee per family. This may be applied to the highest player fee incurred by a family.
- (b) Free tickets to the following club sponsored events: race night and end of year banquet.

6.2 To be eligible for player discount and free ticket benefits board members must be in good financial standing with the club, perform all the required duties of their position, and must attend a minimum of 75% of the board meetings in a calendar year. The board as a whole reserve the right to revoke this privilege if a board officer is not performing their board duties or attending meetings on a regular basis.

Section 7: Sibling Discount:

Families that have multiple players playing for North Hills Hockey Club during the same calendar year are subject to the following discount: a 25% discount will be taken from the player fee with the lowest total fee assessed for the season. If a family has more than two players, the 25% will be taken from each of the lowest player fees for the season. The highest player fee will be assessed in full.

Section 8: Awards

8.2 Two awards shall be awarded from the club as a whole and are to be administered by the Board of Directors.

(a) TJ Bauer Character Award: In memory of former NHHC player T.J. Bauer (Class of 2010), this award recognizes an aspiring varsity player from the JV and MS teams for their character and contributions to NHHC. This player's character is always on display both on and off the ice. They are hard-working, honest, academically responsible, always willing to help others and always put the needs of the team before their own. The process for selection of the TJ Bauer award shall be that the JV and MS coaches nominate two names from each of the JV and MS teams and the varsity coaches then select who the recipient will be from those nominations.

(a)(i) Retirement of jersey #25. In memory of TJ Bauer his jersey number has been retired. No player shall wear a North Hills Ice Hockey #25.

(b) Gayso Community Service Award: Beginning in 2015 the club awards the Gayso Service Award in honor of more than a decade of work Donna Gayso donated as President of the club. We continue to award this recognition to any player/family that has demonstrated a significant contribution

to the community through volunteering and/or involvement in the betterment of the North Hills/Pittsburgh area community. Nominations will be accepted from any fellow player, parent, coach or community member and selection shall be made by the board of directors.

8.3 School “Letters” shall be awarded to players for the team for which they are a permanent member of the roster. Goalies who participate in 50% plus 1 or more varsity games are eligible to receive a varsity letter. Any rule enacted by North Hills School District will supersede this policy.

8.4 Scholarship: The club shall award a senior player a \$1000 scholarship for post high-school education. This scholarship is disbursed directly to the recipient’s school in the amount of \$500 per semester for the first two semesters following high school graduation.

8.4(a) Scholarship recipients are selected by a committee of 3 directors and one chair. The chair shall accept applications and redact player name and identifying information for anonymous selection by the committee. Any Director whose child is an applicant is not eligible to sit on this committee.

EXHIBIT A

“Team Rules and Code of Conduct”

ATTACHMENT 1

SOCIAL MEDIA POLICY North Hills Hockey Club

INTRODUCTION

Social media refers to the use of web-based and mobile technologies to turn communication into interactive dialogue. Examples of social media include, but are not limited to: Facebook, Twitter, YouTube, Snapchat, Vine, Instagram, Myspace, LinkedIn, Podcasts, Blogs.

As a student-athlete participating in the North Hills Hockey Club, you are a representative of the North Hills School District and Hockey Club. As a student-athlete, you are held to a higher standard than other students. Please keep in mind the following guidelines below as you participate on the various social media sites.

REGULATIONS

North Hills High School recognizes athletes' right to actively participate in social media, however it maintains and will enforce the following expectations of athletes:

- Student-athletes will not post sexist, racist, obscene or profane material of any kind.
- Student-athletes will not use social media to degrade, demean, or attack any person or school.
- Student-athletes will not post material relating to acts in violation of any Federal or State laws, North Hills policies, or team rules. This includes divulging confidential information about teammates or members of the North Hills Hockey Club such as personal family issues, medical issues, and any other information deemed private in nature.
- Student-athletes will not post material which reflects negatively on themselves, North Hills School District, North Hills athletics, their respective teams, or other schools.

SANCTIONS

- Severe punishments can be handed down for a quick "Tweet" or "Facebook" post. Look at everything negative that pops up in the news from tweets or posts.
- Teams at all levels have had seasons completely cancelled because of social media mishaps. Don't be that one person that costs your 20 other teammates their season because you went overboard on Facebook or Twitter.
- Any activity or language in violation of the above prohibitions, including first time offenses, are subject to investigation and possible sanction by the North Hills Athletics Department, as well as civil authorities.

Sanctions imposed by the Athletic Director may include, but are not limited to, the following:

1. Notification from the Athletic Director to the student-athlete outlining the policy and requiring that the unacceptable content be removed or the social network account be deactivated.
2. Suspensions from the team and all team-related activities. Based on your situation, you can be temporarily suspended for a determined length of time or permanent.
3. Student-athletes may also face review by North Hills Board of Directors.

POSTING GUIDELINES

- **THINK FIRST** – Before you post anything (text or photo), be aware that once you post, it is available and viewable to anyone, anytime, anywhere in the WORLD. The moment you put it in cyber space, it is out of your

control – even if you limit access to your site. Is your post something you'd want your mother, father, or grandparents to see or broadcast on ESPN (it's public, they can use it!)?

- **FREEDOM OF SPEECH** - Be sure to not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is NOT unlimited. The online social network sites are not a place where you can say and do whatever you want without repercussions.
- **STRIVE FOR ACCURACY** – Get your facts straight before posting them on any social media site. Don't start rumors or post anything you are not 100% sure of. Review all of your content for GRAMMATICAL and SPELLING purposes. Don't make yourself sound uneducated.
- **BE AWARE OF LIABILITY** – At all times, you are responsible for what you post on your own site AND the site of others. You CAN be held liable for anything deemed to be copyright infringement, defamatory, proprietary, libel or obscene (as defined by the courts). Be sure what you post TODAY does not come back to haunt you TOMORROW.
- **PHOTOS** - Again, you are responsible for anything you post INCLUDING pictures. Do NOT post pictures of anyone other than yourself unless you get their permission. Photos of drinking activities or other inappropriate photos will not be tolerated.
- **BE YOURSELF** – Never pretend to be someone else. Tracking tools make it possible for those to find out who posted what comments anonymously. Even if you delete a post or comment, it can still be found within the hard drives of a computer and/or website.
- **CORRECT MISTAKES** – If you make a mistake when posting, admit it. Be upfront and be quick with your correction, don't wait three days to correct something. Also, monitor your teammates. If you see a post that's borderline, encourage them to delete it.

SAFETY & PRIVACY

- Never post anything in relation to your home address, local address, phone number(s), date of birth or other personal, private information. Always exercise caution when posting your whereabouts or plans for the night.
- Be aware of who you add as a friend to your site(s) – many people are looking to take advantage of student-athletes or to seek connection with student-athletes to give them a sense of membership on your team.
- Protect yourself at all times! While you want to be honest about yourself, don't provide anything that scam artists or identity thieves could use against you.
- Maintain privacy at all times, especially with pictures. Don't discuss or recreate the scene from a picture you post involving names of the pictured individuals.

I, _____ HAVE READ AND REVIEWED THE POLICY ABOVE AND WILL ABIDE BY ITS RULES AND REGULATIONS WHEN POSTING ON A SOCIAL MEDIA SITE. I UNDERSTAND THAT PENALTIES AND PUNISHMENT CAN OCCUR TO ME OR MY TEAM FOR ANYTHING DEEMED INAPPROPRIATE BY NORTH HILLS HOCKEY CLUB OR NORTH HILLS SCHOOL DISTRICT.

(SIGN)

(SPORT)

(DATE)